Instructions to access OHD training on UTrain

Note: This example uses *Health in 3-D.*

Login to UTrain at www.utah.train.org
Enter course ID number in the search box.
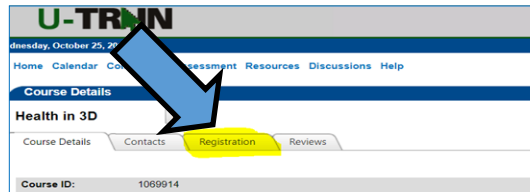
> Course ID's:
>
> *Health in 3D* — 1069914
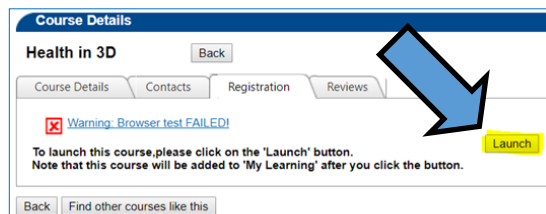>
> *A Class About C.L.A.S* — 1071864
>
> *Culturally and Linguistically Appropriate Services in Mental/Behavioral Health Settings* — 1071872

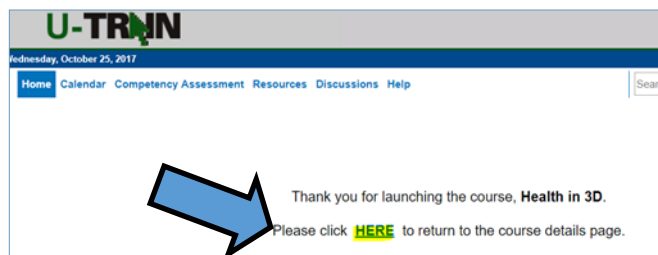On the Course Details page, click the "Registration" tab.
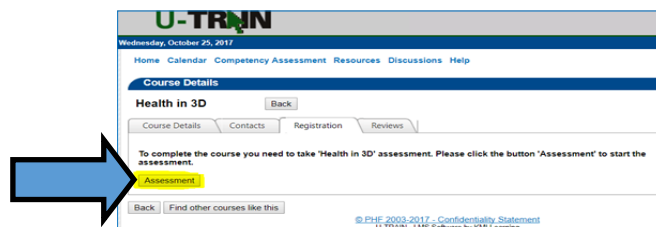
Then click the "Launch" tab.

⭐ A video course will open in a new window and start automatically. Watch the video. When you're done, close that window.
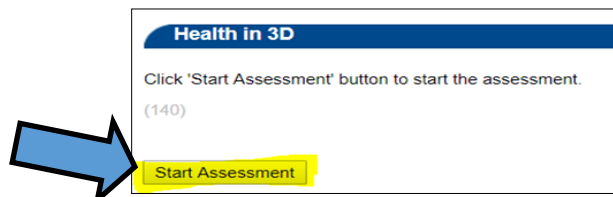
You will automatically be returned to the UTrain window. Click "Here."

On the next screen, click the "Assessment" button.
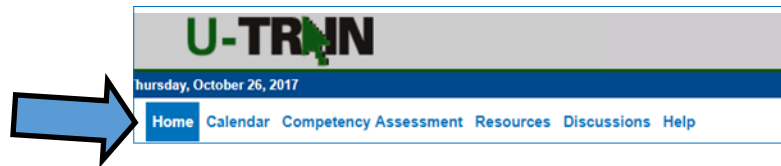
On the next screen, click "Start Assessment."

⭐ A multiple choice assessment will open in a new window. Answer all of the questions.

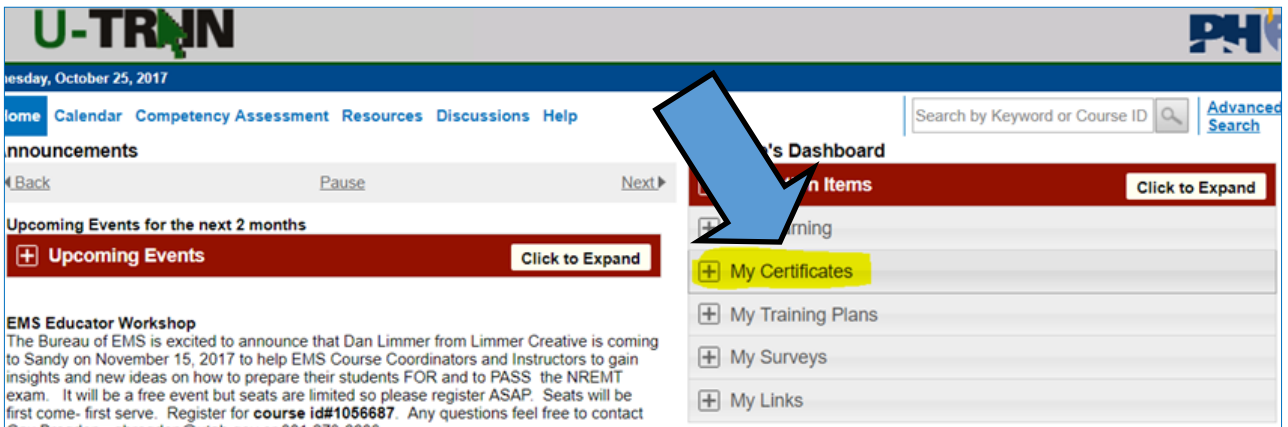To pass the assessment, you must answer 6 of the 10 questions correctly.

You may retake the test up to 3 times.

Once you have passed the assessment, close the window. You will automatically be returned to UTrain.

Click "Home."

To print a Certificate of Completion, on your dashboard, click "My Certificates."

Click the printer icon next to the course title to print your certificate.